



JERRY E. POWERS
Chief Probation Officer

**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**
9160 EAST IMPERIAL HIGHWAY -- DOWNEY, CALIFORNIA 90242
(562) 940-2801



ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

September 15, 2015

48 September 15, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012


PATRICK OZAWA
ACTING EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL OF A CONTRACT WITH FENTON TRANSCRIPTION, LLC TO PROVIDE
TRANSCRIBING SERVICES FOR THE COUNTY OF LOS ANGELES PROBATION DEPARTMENT**

(ALL SUPERVISORIALS DISTRICTS) (3 VOTES)

SUBJECT

Approval of a contract with Fenton Transcription, LLC to provide transcribing services for the County of Los Angeles Probation Department (Probation).

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the transcribing services provided under the proposed Contract can be more economically performed by the contractor rather than by County employees.
2. Approve and instruct the Mayor to sign the attached Contract (Attachment I) with Fenton Transcription, LLC, for an estimated annual amount of \$1,005,000 commencing January 1, 2016 through December 31, 2016.
3. Delegate authority to the Chief Probation Officer to prepare and execute Contract amendments to extend the Contract term for up to four (4) subsequent 12-month periods at an estimated annual amount of \$1,005,000 each, upon approval as to form by County Counsel.
4. Delegate authority to the Chief Probation Officer to prepare and execute amendments to the Contract for any decrease or increase not to exceed ten percent (10%) of the Contract rates and/or one hundred eighty 180 days to the period of performance pursuant to the terms of the Contract, upon approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to obtain approval of a Contract (Attachment I) with Fenton Transcription, LLC to provide transcribing services to Probation. The proposed Contract will commence on January 1, 2016.

Probation has utilized contracted transcribing services since 1986 utilizing the Request for Proposal (RFP) process. The current Contract is set to expire on December 31, 2015. Approval of this Contract will enable Probation to continue receiving transcribing services at its designated work locations.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the Countywide Strategic Plan, Goal #1: Operational Effectiveness.

FISCAL IMPACT/FINANCING

Attachment II compares the cost of Contract services with the costs the County would incur if the transcribing services were provided by County employees. The annual savings to the County is estimated at \$473,000. Because the annual number of lines to be transcribed cannot be projected with certainty given fluctuations in the number of court reports, the actual Contract savings may be more or less than estimated. Attachment III provides the process used for contracting with the community business enterprises.

Funding for this agreement in the in the estimated amount of \$1,005,000 is included in the FY 2015-2016 adopted budget. The proposed Contract includes provisions for non-appropriation of funds and budget reductions.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The initial term of this Contract shall be effective January 1, 2016 through December 31, 2016. The scope of work for this Contract includes providing accurate and timely transcribing of all adult and juvenile court reports, letters and miscellaneous forms required, and transmitting the completed dictation electronically.

The proposed Contract is authorized by the Los Angeles County Charter 44.7 and Los Angeles County Code Chapter 2.121 (Proposition A). Probation has complied with all requirements for contracting with private businesses under Los Angeles County Code Chapter 2.121. Consistent with these requirements, the awarded Contract will provide all services at a cost less than the County.

Probation evaluated and determined that the Living Wage Ordinance applies to the recommended Contract. The Contract includes compliance with the requirements for the County's Living Wage Program (Los Angeles County Code, Chapter, 2.201). Fenton Transcription, LLC will pay its employees no less than \$11.84 per hour.

The contractor agrees to give first consideration to hire permanent County employees targeted for layoff, or qualified former County employees who are on a re-employment list after the effective date of the Contract and during the life of the Contract. The Contract contains the Board's required contract provisions; including those pertaining to consideration of qualified County employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, compliance with Jury Services Ordinance, Safely Surrendered Baby law and the Child Support Program.

In accordance with the Chief Executive Office memorandum dated July 19, 2002, the proposed contractor has been instructed to register on WebVen.

The County will not request the contractor to perform services that exceed the Board- approved Contract amount, scope of work or Contract term.

Auditor-Controller has reviewed the cost comparison and concurs that the contract is cost effective.

County Counsel has reviewed and approved the proposed Contract as to form.

CONTRACTING PROCESS

To solicit for these services, a competitive Request for Proposals (RFP) was utilized and issued on June 6, 2014. As part of this process, eight (8) letters were sent to service providers. Advertisements were run in the Los Angeles Times, Eastern Group Publications and the Lynwood Journal.

The solicitation information was also made available through the Internet on the County of Los Angeles Internal Services Department and the Probation Department websites (Attachment IV).

As a result, seven (7) contractors registered for the Mandatory Proposers' Conference and seven (7) potential providers attended the conference. Four (4) proposals were received and evaluated using the initial screening "pass/fail" process which was consistent with the Selection Process and Evaluation Criteria set forth in the RFP. The proposals submitted by AEGIS USA, Inc., Cron & Associates, Fenton Transcription, LLC and M2Comsys, Inc. passed the initial screening and proceeded to the final evaluation process.

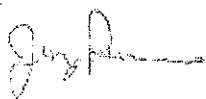
The proposals were rated and scored by an evaluation committee using a point system that covered: 1) proposer's qualifications, 2) proposer's approach to provide required services, 3) proposer's quality control plan, and 4) cost proposal. Financial subjectmatter experts evaluated the financial/budget portions of the proposals and scores were provided to the evaluation committee. The evaluation committee found Fenton Transcription, LLC to be the highest ranking proposer. There were no protests received as part of this solicitation. The current Contract expires on December 31, 2015.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will enable Probation to continue the current level of services.

The Honorable Board of Supervisors
9/15/2015
Page 4

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Jerry Powers", with a long horizontal flourish extending to the right.

JERRY E. POWERS
Chief Probation Officer

JEP:TH:DS:yh

Enclosures

c: Executive Officer
County Counsel
Chief Executive Office